

Microsoft XP

Beginning PowerPoint: A Presentation Software

Objective 1: List three different ways to start a new PowerPoint presentation.

AutoContent Wizard - offers step-by-step assistance in creating a new presentation using a template in which each slide will include some sample text that the user can replace. This is typically for the user who may need help getting starting with their presentation.

Template - offers a standardized group of slides having the same background look and color scheme (called presentation designs). Each slide will include placeholders for various text objects or other objects that may be inserted onto the slide. This method is the most popular method and often times the easiest once you are comfortable with the software

Blank Presentation - offers the user the opportunity to start completely from scratch and create a totally blank presentation.

Objective 2: Start PowerPoint and begin a presentation.

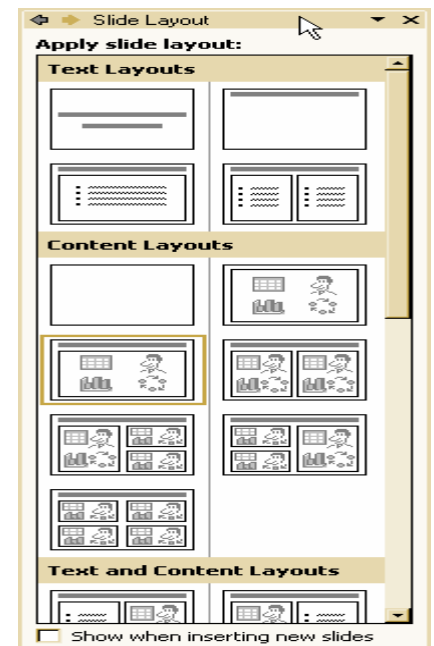
Creating a New Presentation

To Start PowerPoint

1. Click the **Start button** on the taskbar.
2. Point to **Programs**.
3. Click **Microsoft PowerPoint**.

To Create a New Presentation

1. Click the **From Design Template** link under **New**.
2. Choose a design from the **Apply a Design Template** section.
3. To Choose a layout for your slide, Click on the Drop Down arrow from the **Slide Design** **Dialog box**. (Choose the Title layout for your first slide.)



NOTE: It is possible to change either the presentation design or the slide layout once a slide is created.

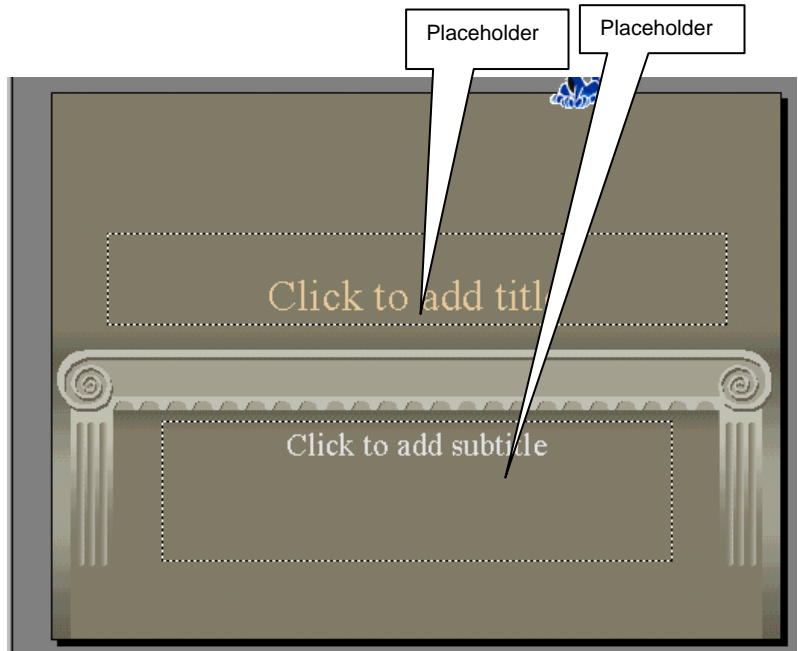
Objective 3: Adding Text to Slides.

Once you have chosen the slide layout, the slide will appear with placeholders. In these placeholders there is a hint of what should be entered. You can also indent text-using bullets. PowerPoint offers its users 5 levels of indentation on a slide

Adding Text to Slides

To Add Text to Slides

1. Click inside a **text placeholder** to insert your cursor.
2. Type desired text in the placeholder.
3. If the placeholder is a bulleted text placeholder, then bullets will automatically appear each time you press the **Enter key** to start a new line.
4. To increase or decrease indent use the **Tab key** or press the **Shift and Tab keys** simultaneously.
5. To resize a text placeholder, position the mouse pointer over one of the square sizing handles in the corners or along the straight edges of the placeholder. You will get a double-headed arrow. Hold down the left mouse button and drag the edge of the placeholder to the desired size.



Objective 4: Create additional slides.

Creating Additional Slides

Typically, for any presentation, you will start with a title slide and then continue to build your presentation by inserting new slides, as you need them.

To Insert New Slides

1. Click **Insert** on the Menu bar then click **New Slide**.
2. Each time you create a new slide, you will be prompted to choose a layout for that slide.

NOTE: Slide numbering: A new slide is entered after the slide currently shown. For example, if slide 2 in a 5-slide presentation file is showing when new slide is chosen, then slide 3 will become the new slide. The previous slides 3, 4, and 5 will become slides 4, 5, and 6 respectively.

Objective 5: Switch between the different views that PowerPoint offers.


Views

PowerPoint offers you the opportunity to view your presentation in several different views. Each view shows you a different way of looking at and working with your presentation. To switch between different views you can use the view menu or view button bar at the bottom of the screen. The choices on the View button bar and the View menu will differ depending on the version of PowerPoint you are using.

Slide View

You can add graphics as well as type and edit the text within a slide while in slide view. In slide view; slides appear one at a time. To move from one slide to the next drag the vertical scroll bar.


To Switch to Slide View

1. Click the **Slide View button** at the bottom of the window or click **View** on the Menu bar and click **Slide View** or **Normal View** (depending on your version of PowerPoint.) The Slide View button looks like: 

Outline View

You can organize and develop content in the outline view. Only the body text and title of each slide is visible. You can also print a copy of the outline and view what changes may be necessary.


To Switch to Outline View

1. Click the **Outline View button** at the bottom of the window or click **View** on the Menu bar and click **Outline View** (depending on your version of PowerPoint.) The Outline View button looks like: 

Slide Sorter View

You can efficiently perform tasks such as changing the order of slides, changing the way a slide transitions, and changing the slide timings for electronic presentations. While in slide sorter view you cannot work on text or visual elements in this view. A miniature version of each slide is displayed in the slide sorter view. Slides can also be deleted and moved around in this view as well.

To Switch to Slide Sorter View

1. Click the **Slide Sorter View button** at the bottom of the window or click **View** on the Menu bar and click **Slide Sorter** (depending on your version of PowerPoint.) The Slide Sorter View button looks like: 

To Move Slides

1. In Slide Sorter view simply click on the slide that you want to move and drag it to the desired place. A vertical line will appear when slide is in the correct position.

To Delete Slides

1. In Slide Sorter view click on the slide that you wish to delete.
2. Then press the **Delete key** on the keyboard.

Notes Page View

You can create note pages to go along with your slide presentation. PowerPoint displays an image of a slide and a placeholder for your notes.


To Switch to Notes Page View

1. Click the **Notes Page View button** at the bottom of the window or click **View** on the Menu bar and click **Notes Page** (depending on your version of PowerPoint.)

Slide Show View

Slide Show View is the view you use to actually present your presentation. It is a non-editing mode.

To Switch to Slide Show View

1. Click the **Slide Show View button** at the bottom of the window or click **View** on the Menu bar and click **Slide Show** (depending on your version of PowerPoint.) The Slide Show View button looks like: 

To Advance Slides in a Show

1. Use the left mouse button, the **Enter key** on the keyboard, the **arrow keys** on the keyboard, or the **N key** on the keyboard to advance to the next slide during a presentation. The **P key** on the keyboard will also take you to the previous slide.

To Access Slide Show Options

1. Click the right mouse button to display a pop-up menu with some of the following options: Meeting Minder, Go, and Pointer Options. The pop-up menu will also give you the option to move to the Next and Previous slides. (This same menu can be accessed by click the transparent button found in the bottom left of each slide.)

NOTE: The slide show will start with whatever slide is currently selected. If you want to start with the first slide, then select that slide in the slide sorter view, then click on the Slide Show button.

Objective 6: Format and enhance a presentation.

Modifying the Color Scheme of a Template

Color schemes are sets of coordinated colors you can use in your presentation. You can also use them for charts and tables and to recolor pictures you add to slides. Each design template comes with a set of color schemes.

To Change the Slide Color Scheme

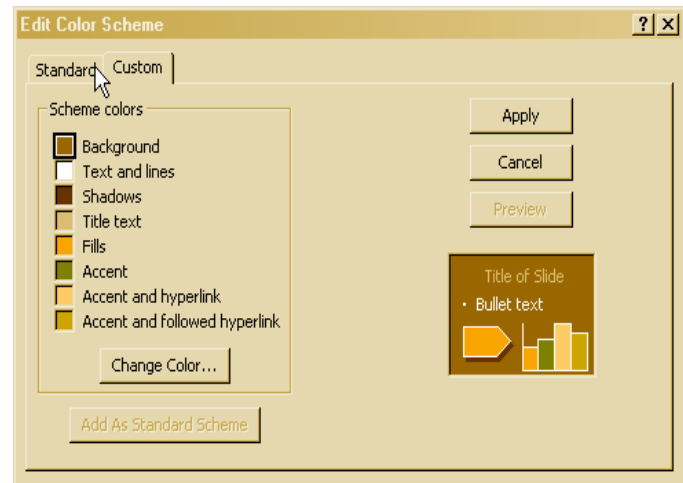
1. Click **Color Scheme** from the Slide Design dialog box.
2. Click on the color scheme that you like then click the drop down arrow to select either **Apply to All** to apply the new color scheme to all slides or **Apply** to apply the new color scheme to the current slide.



If you don't like the pre-programmed color schemes, you can create a custom color scheme. This may actually become necessary due to the equipment used and the lighting available in the room when you are showing your presentation.

To Customize the Slide Color Scheme

1. Click on **Color Scheme** from the **Slide Design** dialog box.
2. Click on the **Edit Color Scheme** link at the bottom of the **Slide Design** dialog box.
3. Click in the box that shows the color you want to change.
4. Click the **Change Color** button,
5. Select the desired color by clicking on it, then click **OK**. Continue this process until you are satisfied with the color scheme.
6. Click **Apply to All** to apply this scheme to all the slides in your presentation or **Apply** to apply it to the current slide.



Adding Objects to Slides

PowerPoint users can also insert objects into their slides such as, tables, charts, pictures, sound, movie clips, hyperlinks, etc. into their slides. Many of the slide layouts are designed with placeholders for some of these objects.

To Insert Clip Art into Slides

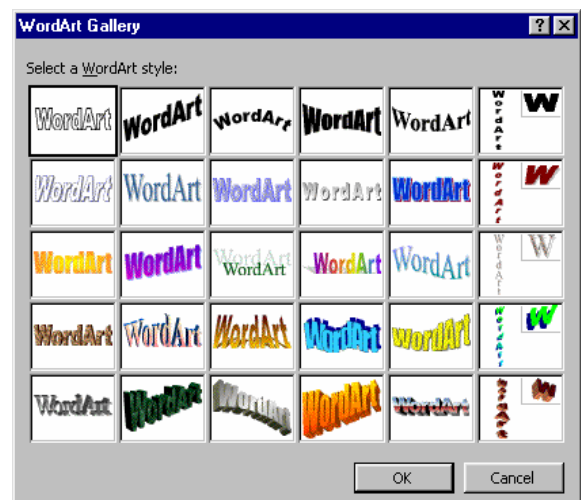
1. Move to the slide you wish to add clip art to.
2. Select **Insert** on the Menu bar, then point to **Picture**, and then click **Clip Art**.
3. Type the category name in the **Search Text** textbox and then Click **Search**
4. Click the ClipArt picture that you would like to insert.

To Insert Pictures

1. Move to the slide you wish to add a picture to.
2. Click **Insert** on the Menu bar, point to **Picture**, and then click **From File**.
3. Use the **Look in drop down list** to locate the picture. Click the name of the picture.
4. Click **Insert**.

To Insert WordArt

1. Move to the slide you wish to add WordArt to.
2. Click the **Insert WordArt** button on the Drawing toolbar.
3. Click the WordArt style that you like best. Then click **OK**.
4. Enter the text; apply appropriate formatting, and then click **OK**.



To Insert a Table from MS Word

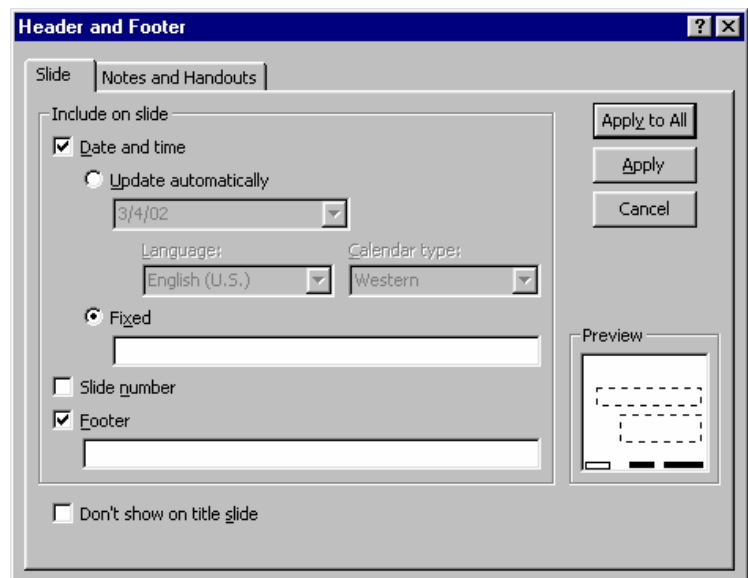
1. Move to the slide you wish to add a table to.
2. Select **Insert** on the Menu bar, then click **Table**.
3. Specify number of columns and rows and then click **OK**.
4. Enter table contents when table appears
5. When complete, click outside of table on a blank area of the slide and the table is placed onto the slide.

To Move Objects Around

1. Click once on the clipart/picture/wordart/table to select it.
2. Position your mouse in the center of the image.
3. Your mouse pointer will change to a 4-way arrow.
4. Hold down your left mouse button and drag the object to the desired location. Release the left mouse button.

To Add a Footer

1. Click **View** on the Menu bar then click **Header and Footer**.
2. Select the **Date and time check box** to choose whether to display that information on the slides.
3. Choose either the **Update automatically** or **Fixed** radio button for displaying the date.
4. Depending on your choice in step 3, choose either a date format or enter the fixed date.
5. Select the **Slide number check box** to display or remove the slide number from the slides.
6. Select the **Footer check box** to add footer text to the slides, then if necessary, enter the footer text.
7. Select the **Don't show on title slide check box** to select the option or to deselect the option.



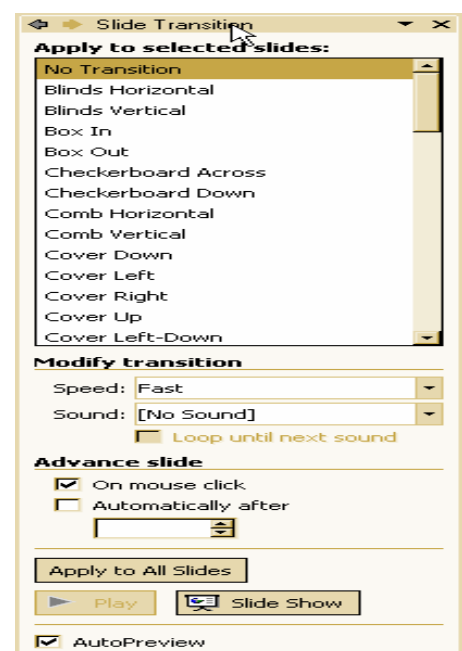
Slides Transitions

While in Slide Sorter View you can choose how the slides will come on to the screen when the show is running. This is known as the slide's transition.

To Change a Slide Transition

1. Be sure that you are in Slide Sorter View. Make sure that at least one slide is selected.
2. Click **Slide Show** on the Menu bar, and then click **Slide Transition**.
3. In the Effect section, choose the transition of your choice.
4. Select the appropriate **speed** and/or **sound** found under the **Modify Transition** drop down list.
5. Click **Apply to All** to apply to all slides in the presentation or click only the current slide.

Note: To view the transition, you will need to view the Slide Show.

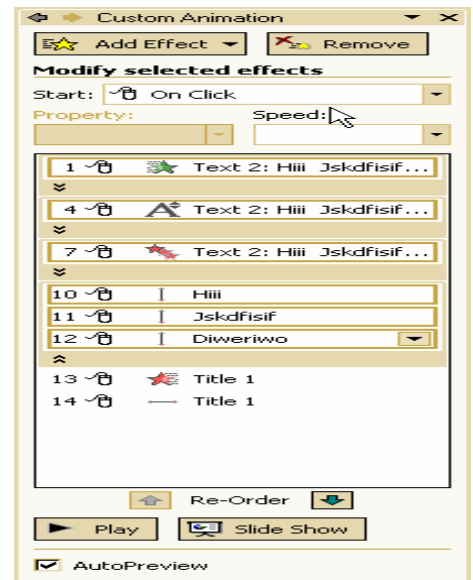


Animate Text

You can also set the animation of the text on each slide. This gives each slide a more entertaining presentation. From a design aspect, it is good for similar objects to have the same animation. Animation can add to the presentation, but too much can be detrimental.

To Set an Animation Effect on Slides with Bulleted Lists

1. Be sure that you are in Slide Sorter view. Select slides that contain bulleted lists. You can select multiple slides by holding down either the **Shift** or **Control key(s)** found on the keyboard and clicking the appropriate slides.
2. Click the **Add Effect** drop down list on the **Custom Animation** toolbar. From the list, choose the animation effect.
3. If you desire, modify other effects from the **Modify Selected Effects** list.



Note: To view the animation, you can view the Slide Show.

Slide Timings

When delivering a slide show PowerPoint offers its users the opportunity to manually advance the slides or to have the slides automatically advance after a set amount of time. The slide timings can be inserted while the slides are in the slide Sorter View.

To Automate Timings in Slides

1. Be sure that you are in Slide Sorter View. Make sure that at least one slide is selected.
2. Click **Slide Show** on the Menu bar, and then click **Slide Transition**.
3. In the **Advance Slide** section, select the **On Mouse Click** or **Automatically after check box**.
4. Enter the time in seconds.
5. Click **Apply to All** to apply the timing to all slides or select the current slide only.

Note: To view the timings, you will need to view the Slide Show.

Objective 7: Print slide show in various formats.

Printing Handouts

PowerPoint allows for the easy printing of handouts. You can have one, two, three, four, six, or nine slides shown on a page. You can print copies of the slide with your notes. And you can choose to print in color or grayscale.

To Print

1. After your presentation is complete, click on **File** on the Menu bar and then click **Print**. (Do not use the Print button on the standard toolbar.)
2. The print options that are specific to PowerPoint are located at the bottom of the dialog box.
3. Click the **Print What drop down list**. Select what you would like to print. (If you choose Handouts, be aware of the handout section in PowerPoint 2000 where you can choose handout settings such as how many to print per page and how they are arranged.)
4. When you have the options you want selected, click **OK** to print your presentation.

To Set PowerPoint to Print Handouts (6-slides per page) as Default

1. Click **Tools** on the Menu bar.
2. Click **Options**, then click the **Print tab**.
3. Select the **Use the following print settings radio button**. Then from the *Print what drop down list* select **Handouts (6 slides per page)**.
4. From the *Color/grayscale drop down list* select **Grayscale**.
5. Click **OK**.